RM Window Box™ on Tablet PC

The versatile computing solution

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Getting Started with your RM Window Box™ Tablet PC

Your Tablet PC

The Tablet PC is a lightweight and portable PC. It has excellent handwriting recognition. It also has advanced speech recognition. Wireless support is automatically installed and enabled. Link it into a wireless network and you can use it anywhere in the school.

Getting Started

Before you use your Tablet PC for the first time the battery should be charged with the power OFF until the battery charge light goes out. To help you get started, your RM Window Box Tablet PC includes:

- An overview guide - go to **Start > All Programs > Get Going with Tablet PC.**
- Tablet PC tutorials - go to **Start > All Programs > Tablet PC > Tablet PC Tutorials.**
- An electronic user guide - go to **Start > All Programs > Tablet PC User Manual.**

Using the Tablet Pen

Your Tablet comes with a Tablet Pen. Use it to do what a conventional mouse does: for a left mouse click, tap the pen once; for a right click, tap and hold. The Tablet Pen allows you to write freehand and use the on-screen keyboard (Input Panel).

To make sure that your screen responds accurately to the pen, tell the Tablet if you are left or right handed and also calibrate the screen. To do this, go to **Start > Control Panel > Tablet and Pen settings > Settings.**

Input Panel

To activate the input panel, either press the key or wave the pen over the bottom right hand corner of the screen. You can use the pen to move the Input Panel around the screen. Alternatively, you can lock the Input Panel into position across the whole bottom of the screen, by using **Tools > Dock.** To unlock the Input Panel double-tap with the pen on the top bar of the panel or use **Tools > Dock.**

You can choose to input information in whichever way suits you and your pupils. You can:

- Use the on-screen keyboard and pen.
- Attach a USB keyboard.
- Handwrite directly in the Writing Pad.
- Use the Write Anywhere tool to write directly onto the screen in any program.
- Write directly onto the screen in Microsoft® Windows® Journal.

Input Tips

- Hold the pen just above the surface rather than on it.
- To access additional symbols such as £, or =, tap on the **&** symbol at the top right of the Input Panel.
- The closer that you write to the Input Panel baselines the more accurate the handwriting recognition can be.
- In the Tablet PC Input Panel, use **Tools > Options** to:
  - Increase the number of baselines in the writing area from one to two.
  - Change the length of time between when you write in the Input Panel and when the computer sends it to the active program.
  - Switch off the automatic handwriting to text conversion.
  - Change the thickness of the ink.
  - Activate the Write Anywhere feature.
- Use Write Anywhere to turn most of the screen into a writing area. This is useful for handwriting practice and for longer writing tasks. It will automatically change your handwriting into text.
- To delete text, use the backspace (Bksp) key on the Input Panel, or highlight the text on the screen with the pen and tap Del key on the Input Panel. Alternatively highlight the text and use the Delete or Cut command within the active program.
- If the Tablet goes to sleep while you are using it, wake it by tapping the screen with the pen or lightly pressing the power button .

"Using the pen tool allows the children to produce much more accurate pictures. This means they are extremely pleased with their end result."
Teacher using RM Colour Magic™ with children.

You can use your Tablet PC like an electronic sketchpad. Use RM Colour Magic to express your creative side.

Use it for handwriting practice.

"Mobility meant that we had the option of carrying out the activity in the music room instead of the classroom."

Take your Tablet PC outside and use it for traffic surveys and other outdoor experiments.

RM recommends Microsoft® Windows® XP Professional for Education

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Microsoft® Windows® Journal

"Good recognition of my writing. Enabled me to take notes whilst working with the children which were then easily transferred to ... my own laptop."

- Press to open this. You can handwrite directly onto the screen.
- This program usually opens in landscape format. If you prefer, you can change the screen to portrait using the Screen Rotation key.
- Use the toolbar icons to change the thickness of the pen line, or to use the pen as a highlighter etc.
- Use **File > New Note from Template** to select different paper types, e.g. blank, dotted line, graph, music.

The Tablet PC Keys and Joystick

There are eight keys on the Tablet PC plus a joystick button that can be pushed or pressed in four different directions. These keys have a main use and a secondary use:

Key	Key Name	Main Use	Secondary Use
Fn	**Function Key**	Used with other controls (see right)	
	Screen Rotation Key	Rotate the screen	**+ Fn** Open Microsoft® Outlook Express*
	Escape Key	Cancel the current operation	**+ Fn** Send the current window to the background
	Journal Key	Open Windows Journal	**+ Fn** Increase the volume*
	Tablet PC Input Panel Key	Open the Input Panel	**+ Fn** Decrease the volume*
	Start Menu Key	Open the start menu	**+ Fn** Open Internet Browser*
	Windows Security Key	Start Windows Task Manager i.e. it performs Ctrl + Alt + Del	

Key	Joystick Direction	Main Use	Secondary Use
	Up	Move the cursor up	**+ joystick press** Page Up
	Down	Move the cursor down	**+ joystick press** Page Down
	Right	Move the cursor right	**+ joystick press** Tab to the right
	Left	Move the cursor left	**+ joystick press** Tab to the left (like **Shift + Tab**)
	Depress	Enter	**+ joystick press** Switch between running programs (like **Alt + Tab**)

Extras for Your Tablet

RM offers a range of accessories and peripherals to help you make the most of your RM Tablet PC. These include wireless projectors, extended-life batteries that will increase the time you can use your Tablet away from the mains, and rubber edge covers that you can use to protect the Tablet PC in the classroom. Visit www.rm.com/tabletpc for more details.

*you can change the secondary functions of these buttons – go to **Start > Control Panel > Tablet and Pen Settings > Tablet Buttons.**

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